

Director of Engagement

Job Description

Position Title:	Director of Engagement
Reports to:	Vice President of Development
FLSA Classification & Position Type:	Exempt / Full Time
Location:	Administrative Office 100 Everett Street, Richmond, VA 23224

JOB SUMMARY

First Tee – Greater Richmond (FTGR) is a youth development organization that uses the game of golf and its inherent values to shape the lives of young people from all walks of life. We are strengthening the character of the community by providing programs that build resilience in our youth, teach critical life skills, and provide caring adult supervision in a safe environment through the game of golf.

The **Director of Engagement** will serve as a part of the First Tee-Greater Richmond team and report to the Vice President of Development. The **Director of Engagement** is responsible for operational, administrative, communication, and strategic functions across First Tee-Greater Richmond’s comprehensive development program which include annual giving, campaign giving, major gifts, foundation grants and corporate sponsorships. This position will contribute to the execution of the entire fundraising and development program which directly supports First Tee-Greater Richmond’s vision, mission and values.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all duties that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Support donor engagement through relationship and trust building. Be personable and able to relate to donors. Must have the ability to understand a donors’ giving interests. Provide excellent customer service in-person, on the phone, over email, and via all other communication channels. Provide prompt and professional internal and external communication.
- Support the Vice President of Development to ensure First Tee-Greater Richmond is generating new leads, new donors, and engaging in strategies to cultivate existing donors; support donor retention across all donor types.
- Maintain donor relations by ensuring accurate and timely handling, recording, receipting, and acknowledgement of donor gifts and related data in the CRM, Network for Good.

- Generate customized reports for the use of all development activities. Reports include but are not limited to: pledge reports, annual revenue reports, prospect reports, LYBUNTs, SYBUNTs.
- Support the Vice President of Development in the identification and research of grant making organizations, foundations, and corporations aligned to the mission and vision of First Tee-Greater Richmond. Maintain grant work plans for annual renewals and new prospects. Assist by gathering supplemental materials for grant requests and collaborate with team to procure data, metrics, and financial information for proposals.
- Lead and execute all fundraising and development special event and stewardship activity. Ensure event promotion, logistics, and follow-up are appropriately planned and executed. Manage the invitation process and volunteer support for all events.
- Manage the Leadership Advisory Board to include quarterly meetings, bi-annual social gatherings, and an annual fundraising event. Foster board engagement amongst the members and lead the recruitment pipeline of new Leadership Advisory Board members reflective of the community. Encourage members to support the prospecting of new donors, volunteers, and corporate sponsors. Ensure the Leadership Advisory Board is participating in the organization's events and helping to grow overall organizational capacity.
- Collaborate with the program staff to curate programmatic storytelling, narrative content, data and information necessary as it relates to the execution of the fundraising and development strategy and goals.
- Oversee and execute an ongoing fundraising and development communications strategy to include: the curation of programmatic storytelling, narrative content, and data; the creation and production of direct mail and emails; fundraising and development collateral such as newsletters, brochures, and the annual report; social media posts; fundraising pages of the website and associated microsites; and other strategic forms of communication.
- Ensure consistency in all fundraising and development communications which fosters internal and external engagement, reinforces First Tee-Greater Richmond's brand, provides donors with regular reinforcement of the impact of their gifts, and engages new prospective donors with the mission and vision.

JOB REQUIREMENTS AND QUALIFICATIONS (Knowledge, Skills, Abilities)

- Bachelor's Degree required.
- Minimum 5-7 years of relevant experience in fundraising and/or development.
- Knowledge of Microsoft Office, Google Suite, CRM, and Canva preferred.
- Organized with an ability to prioritize tasks and meet deadlines; strong attention to detail.
- Demonstrated capacity to work both independently and as a strong teammate.
- Service-oriented, energetic, flexible, and able to thrive in a collaborative environment.
- Passion for community development and a youth-serving mission-oriented organization.

BENEFITS

First Tee-Greater Richmond offers annual Paid Time Off, health/dental/vision insurance, 401(k) matching, hybrid working schedule, and a productive and supportive team culture.

OTHER INFORMATION AND EXPECTATIONS

Maintains adherence to the organization's policy on confidentiality in all matters regarding personnel, financial, volunteer, and other business information about the organization. Seeks and participates in continuing education or professional development related to the position, the organization, or both.

WORK ENVIRONMENT, TRAVEL AND EXPECTED WORK HOURS

This work environment includes both a standard office setting with regular use of typical office equipment and remote work conditions, which may vary depending on the individual's home office setup. This position will require the individual to travel within the region to visit donors and sponsors. Employees must have the ability to travel to event locations as needed and participate in person when required. Typical days and hours of work are Monday through Friday. Occasional evening and weekend work may be required as job duties and business demand.

PHYSICAL DEMANDS

This position may require prolonged periods of sitting while using a computer and performing other office-based tasks. The role may also involve light physical activity, such as lifting or moving materials during event preparation or while managing office resources.

APPLICATION PROCESS

Email a cover letter and resume to Emily Weinstein, Vice President of Development, emily@firstteerva.org.

EEO STATEMENT

First Tee - Greater Richmond is an equal opportunity employer.